

29 April 1981

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MEMORANDUM FOR: Director of Data Processing
THROUGH : Executive Officer, ODP
FROM :
Chief, Management Staff
SUBJECT : Management Staff Weekly Report for
Week Ending 28 April 1981

External Procurement Actions

ODP concurred on three external procurement actions: upgrade of the GENIGRAPHICS system for OGSR to permit it to interface with Ruffing Center systems; purchase of a Harris Model 6024/8 minicomputer and various related equipment for OSO; and deobligation of \$35,000 previously transferred by OGSR to ODP Processing for programming support contract.

OL forwarded to ODP information copies of OSO procurement actions requesting a Telex Digital Tape Recording System and an Aydin Controls Graphics Display System. (U)

Training Requirements for Information Handling Systems (IHS)

ODP has been requested by OTE to provide Information Handling Systems (IHS) training requirements by 5 May 1981 for ODP systems (Batch, VM, GIMS) and Word Processing. All requirements except for Word Processing are to be Agency-wide. Also, the source of the resources to provide the training is to be specified, e.g., ODP, OTE, contractor. This information will be used by OTE to provide Agency-wide training requirements that relate to the development and operation of new systems.

(U) (ODP only)

Project Activity Report (PAR)

The March 1981 PAR was approved and distributed 24 April.

The March 1981 Resource Billing memorandum was drafted and is in for typing. This month's report includes extensive attachments normally included only in the fiscal year-end report. This material is intended to provide additional information that may be helpful in pending EXCOM reviews.

Information for the April manpower data has been extracted and is ready for entry. The data will be entered next week, after B & F closes out the books for April to allow for inclusion of any contract expenses. (U)

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EXCOM Projects

Spread sheets were prepared using March 1981 PAR data identifying each project by Office and its year-to-date dollar expenditures. (U)

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Outstanding Advances

As of 29 April 1981, 34 advances remain outstanding, of which, none are delinquent. (U)

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